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| **Catbrook Educational Trust**  **Application for Grant**  **Personal Details** | | |
| Name of person to benefit (Applicant): |  | |
| Age of Applicant: |  | |
| Date of Birth: |  | |
| Name of Parent / guardian:  *(if Applicant is under 18 years old)* |  | |
| Address: |  | |
| I / we have been resident in the catchment area | From: | To: |
| How would you like us to contact you? | Mobile: | Email: |
| Is the Applicant in school / college or employment? *Please provide details* |  | |
| Applicant’s Personal Statement  *This is an opportunity for the applicant to tell us about yourself, the things you are passionate about, and your aspirations. Please provide detailed information and take as much space as needed* |  | |
|  | | |
| **What do you want to do, and why?** | | |
| What do you want to do?  *For example, a training course, lessons, tuition, outdoor experience, purchase of books or equipment etc. Provide as much detail as possible in one paragraph.* |  | |
| How will this benefit you?  *Explain the benefit you will get from this, e.g. personal development, improved education or employment prospects, physical or mental health benefit etc* |  | |
| How will this benefit the local community?  *If this will provide benefit to the local community, please explain in one paragraph* |  | |
|  | | |
| **Financing** | | |
| How much will this cost? |  | |
| Do you have or are you seeking money for this from other non-family sources, and if so, how much? |  | |
| How much financial support are you requesting from CET? |  | |
| Have you or your immediate family received money from CET previously? | *Please provide details* | |
| Would you describe your family as less affluent? | *Yes / No (see note below)* | |
|  | | |
| **Feedback** | | |
| Would you be happy to tell people about your experience at the CET Annual General Meeting | *Yes / No (see note below)* | |

Application Form Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes on completing this form:**

1. The objective of the Catbrook Educational Trust (CET) is to promote the education (including social and physical training) of persons who are under the age of 25 and are or have been resident in the catchment area of the former Catbrook School. The catchment area is detailed on our website.
2. CET expect that
   1. For applicants in Primary School and younger, parents or guardians will complete the application form. However, the committee would welcome application forms completed wholly or in part by the young person themselves.
   2. For applicants in Senior School, the applicant will complete the application form with support from parents or guardians
   3. For applicants in Sixth Form, in college or in employment, the application form will be completed by the applicant.
3. The “Personal Statement” and “What do you want to do, and why” sections should be completed in writing using this form. If you would like to add weight to your application by including a more personal presentation of this information, either in the form of a video clip, or a face to face presentation the committee would welcome that. If you wish to take advantage of this opportunity, please send the video clip, or let us know in your email. If the applicant is under 18 years old, they must be accompanied by a parent or guardian for any face to face meetings.
4. CET would welcome feedback from the applicants on the benefit that they derived from their experience. We envisage this to be at the Annual General Meeting. We would want to ensure that this feedback is provided in a way that the applicant is comfortable with, and is appropriate to their age. This could take the form of an informal chat, a video clip, a letter, or a presentation.
5. The completed application form should be emailed to the Secretary before the Application Closure Date, as per details on the address on the website.
6. If you wish to provide a video clip, please attach it to your email. If you wish to take advantage of a face to face meeting, please let us know in your email, and we will be in contact to arrange a date.
7. The completed application form will be treated as confidential, and will only be seen by the Trustees of the CET. If the Trustees are not sufficiently knowledgeable to make a decision, then in these exceptional circumstances, the application form may be shared with any expert called upon to advise the Trustees.
8. By submitting this form you consent for the CET to store your personal details.
   1. The name of the person benefiting, their address, the amount of money awarded, and what it was provided for will all be stored for the period of time required by the Charity Commission.
   2. Email addresses and mobile phone numbers will be deleted shortly after the AGM after completion of the event.
9. CET is particularly keen to provide grants to less affluent families in the catchment area. If you feel that this is relevant to your application, then please either
   1. Include a brief covering letter with your application form explaining your situation, which will be kept confidential and reviewed by only one member of the committee, or
   2. If you’d prefer not to have such matters put into writing, add a note to your application form asking one of the trustees to contact you. That person can listen to your view, which he or she will then use to determine the appropriate scoring for your application. This will be in confidence, and only the final scoring will be discussed by the committee.

We hope that in either of these ways applicants will be confident that their confidentiality will be respected.